

## JOB AID

# RECRUIT & SELECTION PROCESS

## DELEGATED EXAMINING UNIT (DEU) CASE SAMPLE

### HR SPECIALIST

1. HR Specialist initiates RECRUITMENT & SELECTION action input sheet.

DHHS/NATIONAL INSTITUTES OF HEALTH

HRA/Rep Checks (EHRP) Request



#### TRANSACTION INFORMATION

\* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3827	sp47e@nih.gov	Recruitment/Selection	09/10/2004	09/10/2004 13:24:08
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	11/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent		Date Initiated/Sent		Porter, Sharon
Date Returned to IO		Date Returned to IO		High

#### CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Biologist	GS	0401	09				
Position Number	Job Code	CAN*		88888888			
TK Number*	11111	Base Salary	Total Salary				
Certificate Type	DEU						

#### NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)


New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary	New Total Salary		Vice Jane Frank			

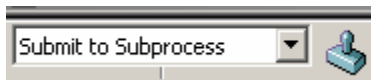
#### ORIENTATION INFORMATION

Orientation	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date	Duty Station	Hire Type
Fingerprints Required		

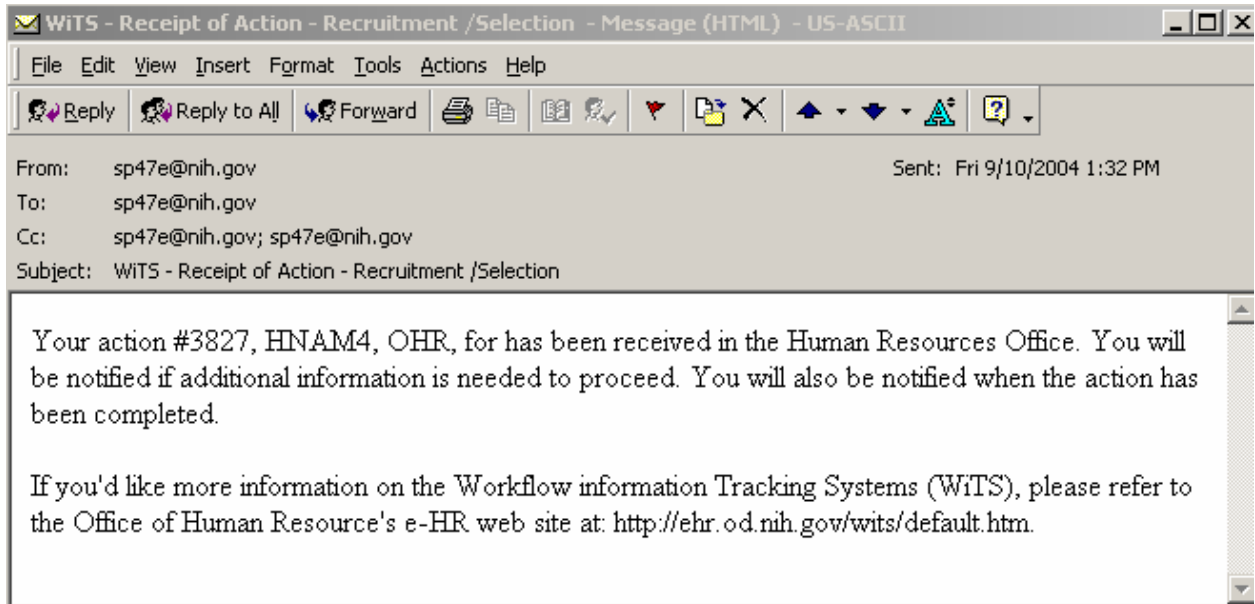
#### COMMENTS

Comments/Status	
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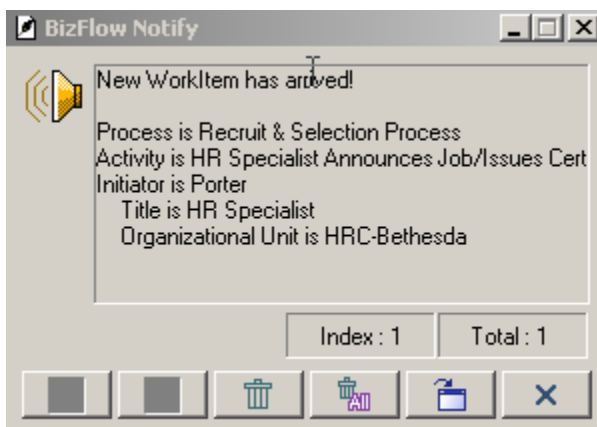
2. HR Specialist selects “Submit to Subprocess” and clicks on  to end the “Initiate Action” process and retrieve the “Recruitment & Selection” input sheet.




An automatic email notice that the Recruit & Selection action has been received in HR is sent to the addressee(s) shown in the AO’s Email Address field of the input sheet, for example:



3. HR Specialist receives e-mail or WiTS pop-up window notification that a new workitem has been received.



4. HR Specialist opens Recruit & Selection action to retrieve the two-page input sheet. From Page 1, click on  to open Page 2.



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## HR Specialist Announces Job/Issues Cert/Sele

### TRANSACTION INFORMATION

\* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3827	sp47e@nih.gov	Recruitment/Selection	09/10/2004	09/10/2004 13:24:08
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	11/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/10/2004 13:32:07	Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		High

### CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Biologist	GS	0401	09				
Position Number	Job Code	CAN*		88888888			
TK Number*	Base Salary	Total Salary					
Certificate Type*	DEU						

### NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary	New Total Salary	Vice		Jane Frank		

### ORIENTATION INFORMATION

Orientation	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date	Duty Station	Hire Type
Fingerprints Required		

### COMMENTS

Comments/Status	
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- On Page 2, HR Specialist completes the relevant *pre-announcement* data fields in the Recruit & Selection section of the input sheet.

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**RECRUIT AND SELECTION** \* Required fields


Advertise Job *	Yes	Readvertise Job	No
Ann Number		DEU Cert Number	
Date Ann Opened		Date DEU Cert Reqst'd	
Date Ann Closed		DEU Request Number	
Date to Select. Official		Date DEU Cert Issued	
Selection Date		Date DEU to Select. Official	
Date Selection Rec'd in HR		DEU Selection Date	
Type of Selection		Date DEU Cert Ret'd	
Selection Type		DEU Cancellation Date	
Job Offer Date		Cancellation Date	
Job Offer Response Date		Date QH Cert Issued	
SF-75 Info Required		EOD Date	
Date SF-75 Info Reqst'd		Multidisciplinary Pos.	No
Date SF-75 Info Rec'd		NIH 2028 Req. for Travel	
NTE Date		Date of HR Auth. of 2028	
Date Pre-Recruit Form Sent	08/07/2004	Date Pre-Recruit Form Rcv'd	09/08/2004


- Click "*Partially Save*" button to save this partial information and close the workitem.

Recruit & Selection Process - HR Specialist Announces Job/Issues Cert/Selection Rec'd - Microsoft Internet Explorer

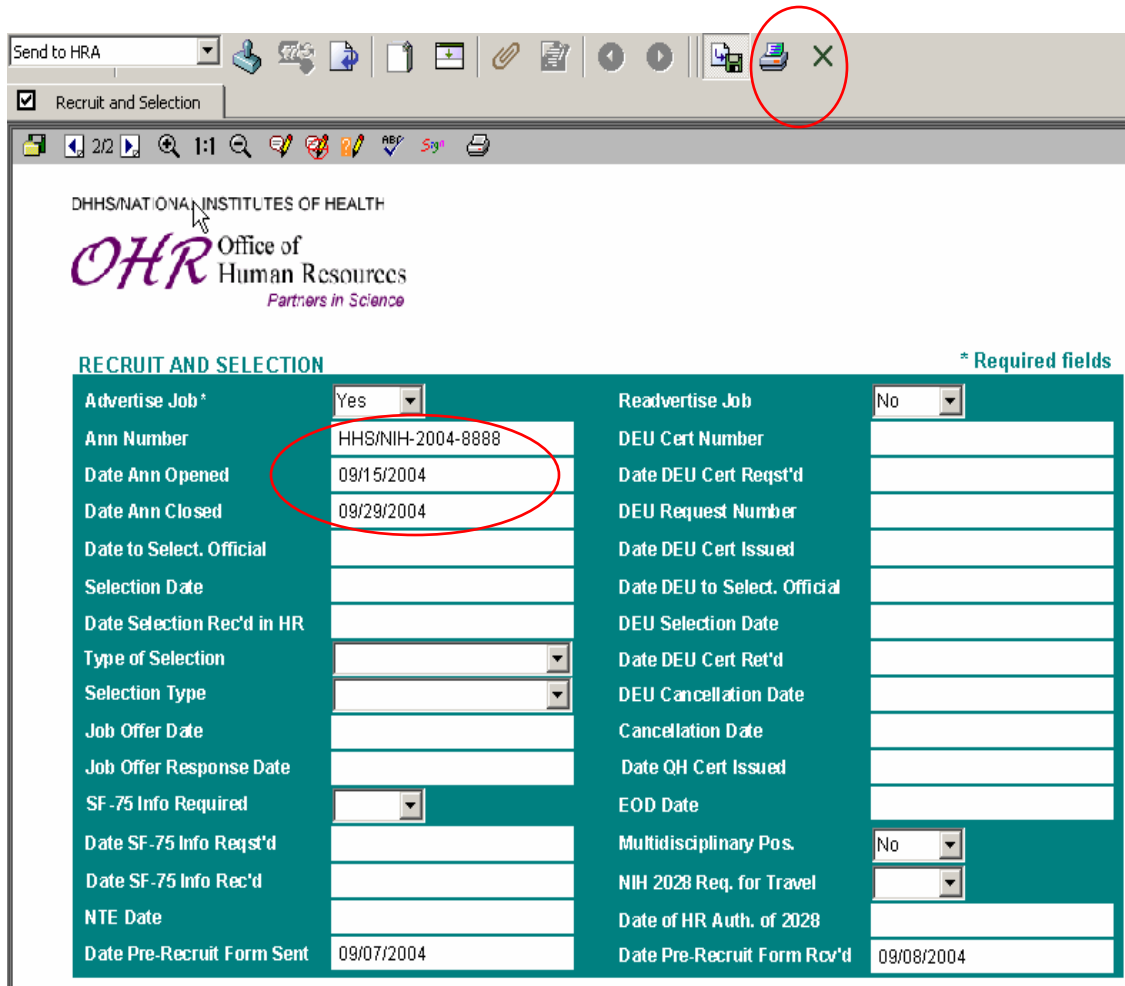
Send to HRA


☒ Recruit and Selection

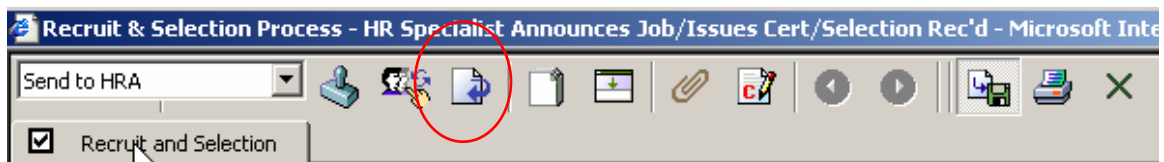
7. **When vacancy announcement is posted**, HR Specialist opens Recruit & Selection action to retrieve and update page 2 of the input sheet. From Page 1, click on  to open Page 2.


IMPORTANT: Immediately click on the “**Enable Editing**”  button, making sure that the button is selected as shown in screenshot number 8 below.


8. HR Specialist updates input sheet by completing the relevant **vacancy announcement** data fields.



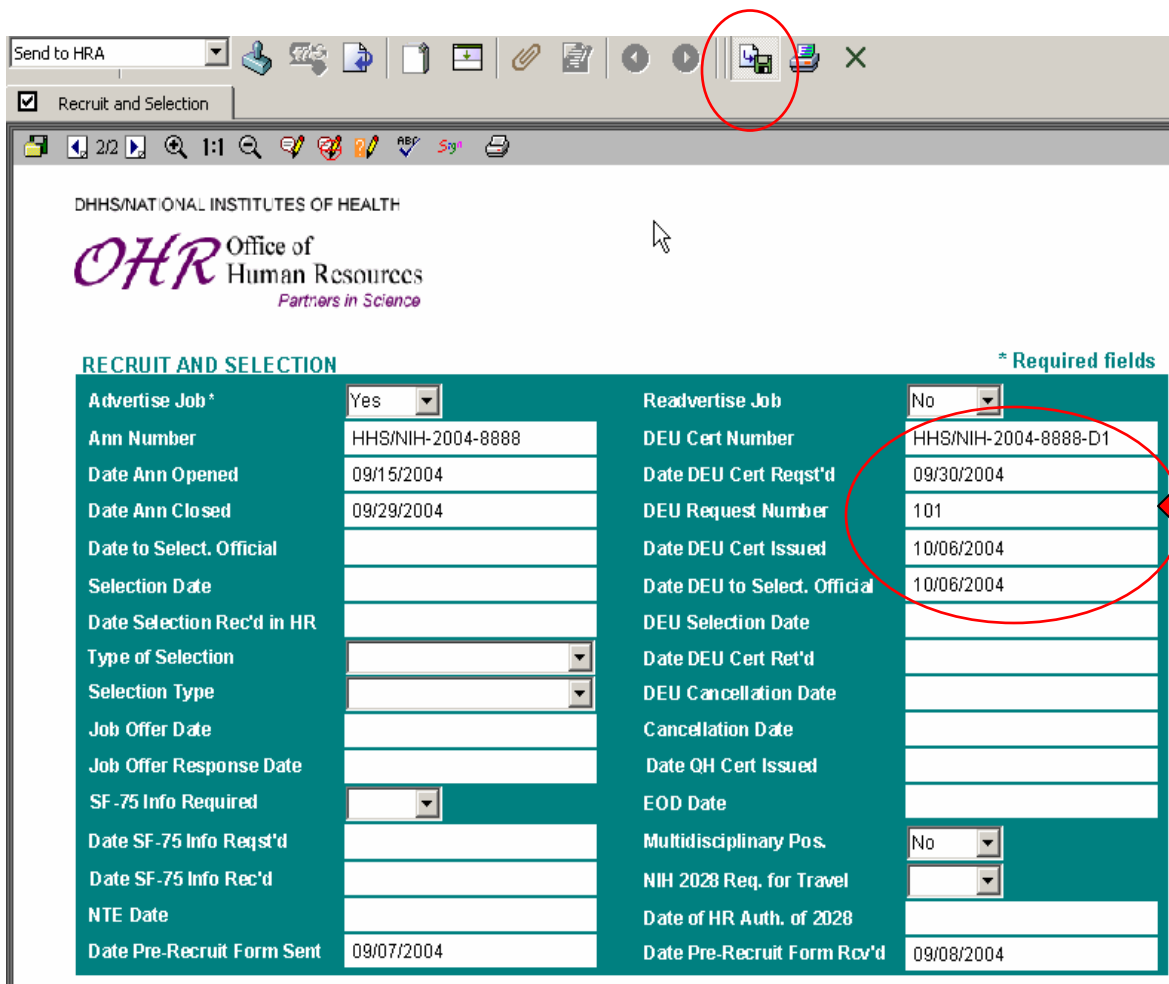
9. Click “**Partially Save**”  button to save this partial information and close the workitem.




10. **When certificate is issued**, HR Specialist opens Recruit & Selection action to retrieve and update page 2 of the input sheet. From Page 1, click on  to open Page 2.

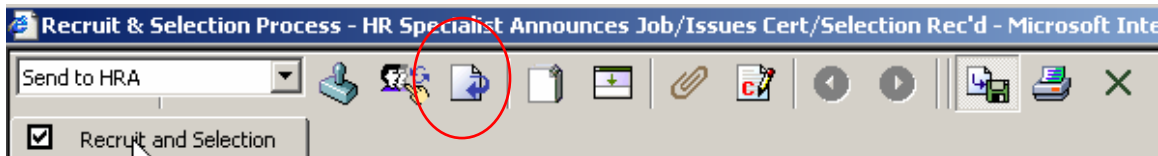
IMPORTANT: Immediately click on the “**Enable Editing**”  button, making sure that the button is selected as shown in screenshot number 11 below.

11. Update input sheet by completing relevant *DEU certificate* data fields.




RECRUIT AND SELECTION		* Required fields	
Advertise Job *	Yes	Readvertise Job	No
Ann Number	HHS/NIH-2004-8888	DEU Cert Number	HHS/NIH-2004-8888-D1
Date Ann Opened	09/15/2004	Date DEU Cert Reqst'd	09/30/2004
Date Ann Closed	09/29/2004	DEU Request Number	101
Date to Select. Official		Date DEU Cert Issued	10/06/2004
Selection Date		Date DEU to Select. Official	10/06/2004
Date Selection Rec'd in HR		DEU Selection Date	
Type of Selection		Date DEU Cert Ret'd	
Selection Type		DEU Cancellation Date	
Job Offer Date		Cancellation Date	
Job Offer Response Date		Date OH Cert Issued	
SF-75 Info Required		EOD Date	
Date SF-75 Info Reqst'd		Multidisciplinary Pos.	No
Date SF-75 Info Rec'd		NIH 2028 Req. for Travel	
NTE Date		Date of HR Auth. of 2028	
Date Pre-Recruit Form Sent	09/07/2004	Date Pre-Recruit Form Rcv'd	09/08/2004

12. Click “**Partially Save**”  button to save this partial information and close the workitem.



13. **When certificate is returned by selecting official, job offer is made, and EOD is set**, HR Specialist opens Recruit & Selection action to retrieve and update the two-page input sheet. *(NOTE: These activities may need to be entered at different times to accurately reflect current status. If so, repeat steps 10-12 above and update the relevant data fields as often as necessary.)*

IMPORTANT: Immediately click on the “**Enable Editing**”  button, making sure that the button is selected as shown in screenshot number 14 below.

On Page 1, complete data fields as appropriate for the type of action. *This is an example of a selection that results in a new career-conditional appointment under DEU procedures.*

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### HR Specialist Announces Job/Issues Cert/Sele

#### TRANSACTION INFORMATION

\* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF -52 Rec'd	Date Entered
3827	sp47e@nih.gov	Recruitment/Selection	09/10/2004	09/10/2004 13:24:08
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	11/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/10/2004 13:32:07	Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		High

#### CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
	Patricia	F	Thomas				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Biologist	GS	0401	9	10			
Position Number	Job Code	CAN*		88888888			
TK Number*	11111	Base Salary	47422	Total Salary	54360		
Certificate Type*	DEU						

#### NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)


New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary	New Total Salary		Vice Jane Frank			

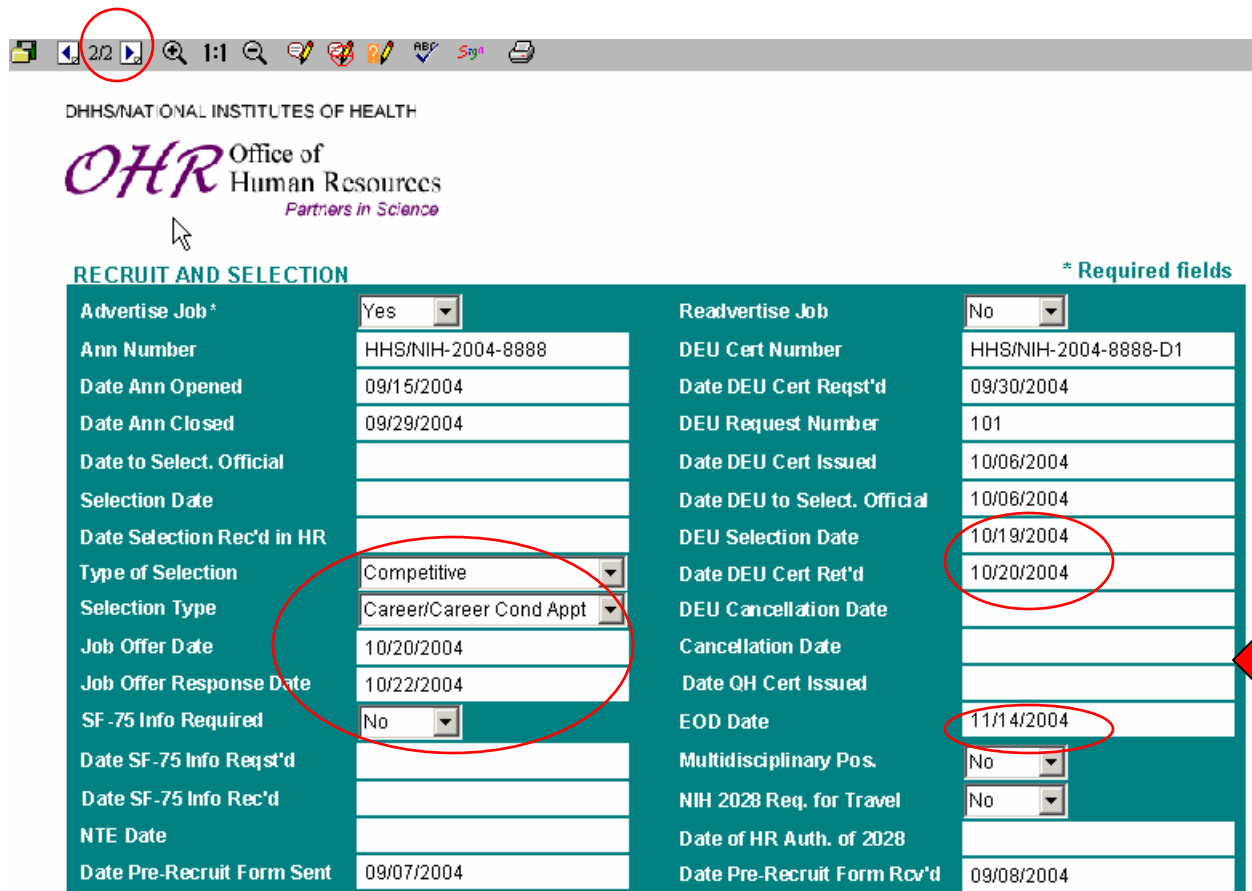
#### ORIENTATION INFORMATION

Orientation	Yes	CSD Orientation Contact	Ken Kerr	Orientation Contact Phone Number	301-594-1462
Orientation Date	11/14/2004	Duty Station	Bethesda, MD	Hire Type	New
Fingerprints Required	Yes				

#### COMMENTS

Comments/Status	
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14. From Page 1, click on  to open and complete relevant *certificate and selection* data fields on Page 2.



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**RECRUIT AND SELECTION** \* Required fields

Advertise Job *	Yes	Readvertise Job	No
Ann Number	HHS/NIH-2004-8888	DEU Cert Number	HHS/NIH-2004-8888-D1
Date Ann Opened	09/15/2004	Date DEU Cert Reqst'd	09/30/2004
Date Ann Closed	09/29/2004	DEU Request Number	101
Date to Select. Official		Date DEU Cert Issued	10/06/2004
Selection Date		Date DEU to Select. Official	10/06/2004
Date Selection Rec'd in HR		DEU Selection Date	10/19/2004
Type of Selection	Competitive	Date DEU Cert Ret'd	10/20/2004
Selection Type	Career/Career Cond Appt	DEU Cancellation Date	
Job Offer Date	10/20/2004	Cancellation Date	
Job Offer Response Date	10/22/2004	Date QH Cert Issued	
SF-75 Info Required	No	EOD Date	11/14/2004
Date SF-75 Info Reqst'd		Multidisciplinary Pos.	No
Date SF-75 Info Rec'd		NIH 2028 Req. for Travel	No
NTE Date		Date of HR Auth. of 2028	
Date Pre-Recruit Form Sent	09/07/2004	Date Pre-Recruit Form Rcv'd	09/08/2004

15. HR Specialist determines whether special pay process is necessary and follows either step “a” or step “b” below:


- a. If the case **does not** involve one or more special pays—ATM, 3Rs, PSP, and/or PCA—skip the “Proceed to Pay Process” and instead forward action directly to HR

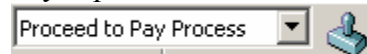
Assistant as follows: HR Specialist selects “*Send to HRA*” and clicks on  to forward the action to the HR Assistant for EHRP processing.




OR

- b. If the case **does** involve one or more special pays—ATM, 3Rs, PSP, and/or PCA—HR Specialist selects “*Proceed to Pay Process.*” If not, skip this step. If so,

HR Specialist selects “*Proceed to Pay Process*” and clicks on  to retrieve the *Pay* input sheet as shown in the ATM example below.





From Page 1, click on  to open and complete relevant **Pay** data fields on Page 2.

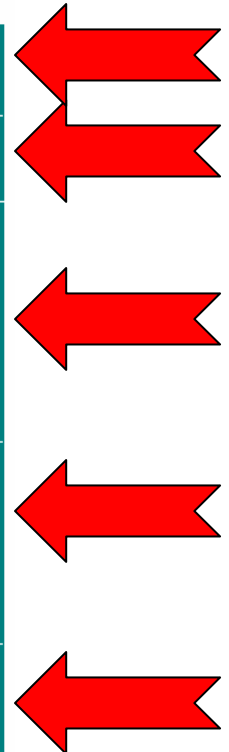


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**PAY (including ATM, 3Rs, PSP and PCA)**

Amount of Increase (dollar)	<input type="text"/>	Amount of Increase (percent)	<input type="text"/>	Date to SPT	<input type="text"/>
Total Compensation	<input type="text"/>	New Total Compensation	<input type="text"/>	Date Returned From SPT	<input type="text"/>
Above the Minimum (ATM)*	<input type="text" value="Yes"/>	ATM Step	<input type="text" value="10"/>	Date ATM Initiated	<input type="text" value="10/20/2004"/>
ATM Approved	<input type="text" value="Yes"/>	Date ATM Approved	<input type="text" value="10/20/2004"/>		
3Rs	<input type="text" value="No"/>	Retention Bonus Amt	<input type="text"/>	Retention Bonus NTE Date	<input type="text"/>
New Retention Bonus	<input type="text"/>	Retention Bonus Approved	<input type="text"/>	Retention Bonus Approval Date	<input type="text"/>
Recruitment Bonus Amt	<input type="text"/>	Recruitment Bonus Approved	<input type="text"/>	Recruitment Bonus Approval Date	<input type="text"/>
Relocation Allowance Amt	<input type="text"/>	Relocation Allowance Approved	<input type="text"/>	Relocation Allowance Approval Date	<input type="text"/>
Date to HR Director	<input type="text"/>	Date Returned From HR Director	<input type="text"/>	Date to NCC	<input type="text"/>
Date Returned From NCC	<input type="text"/>				
Physician Special Pay*	<input type="text" value="No"/>	Scarce Specialty Amt	<input type="text"/>	Geo Location Pay	<input type="text"/>
PSP Start Date	<input type="text"/>	PSP Stop Date	<input type="text"/>	Length of Service	<input type="text"/>
Executive Position	<input type="text"/>	Exceptional Quals	<input type="text"/>	FT Status	<input type="text"/>
Board Cert 1	<input type="text"/>	Board Cert 2	<input type="text"/>	PSP Approved	<input type="text"/>
PSP Approval Date	<input type="text"/>				
PCA*	<input type="text" value="No"/>	PCA Start Date	<input type="text"/>	PCA Stop Date	<input type="text"/>
New Physician Comp Allowance	<input type="text"/>	PCA Contract Length	<input type="text"/>	PCA Annual Amt	<input type="text"/>
PCA Approved	<input type="text"/>	PCA Approval Date	<input type="text"/>	Mission Specific Allowance	<input type="text"/>



HR Specialist selects “**Submit**” and clicks on  to return the action back to the Recruit & Selection process in the HR Specialist’s worklist.

HR Specialist immediately opens Recruit & Selection action to retrieve the two-page input sheet and selects “**Send to HRA**” and clicks on  to forward the action to the HR Assistant for EHRP processing.

## HR ASSISTANT

16. HR Assistant receives e-mail or WiTS pop-up notification of new workitem.
17. HR Assistant opens Recruit & Selection action to retrieve, review, and complete all remaining data fields relevant to this action on Page 1 of the input sheet as necessary.

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HRA processes EHRP action

### TRANSACTION INFORMATION \* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Rec'd	Date Entered
3827	sp47e@nih.gov	Recruitment/Selection	09/10/2004	09/10/2004 13:24:08
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	11/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/10/2004 13:32:07	Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		High

### CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
12121212	Patricia	F	Thomas				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Biologist	GS	0401	9	10			
Position Number	303030	Job Code	24680	CAN*	88888888		
TK Number*	11111	Base Salary	47422	Total Salary	54360		
Certificate Type*	DEU						

### NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)


New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary		New Total Salary		Vice	Jane Frank	

### ORIENTATION INFORMATION

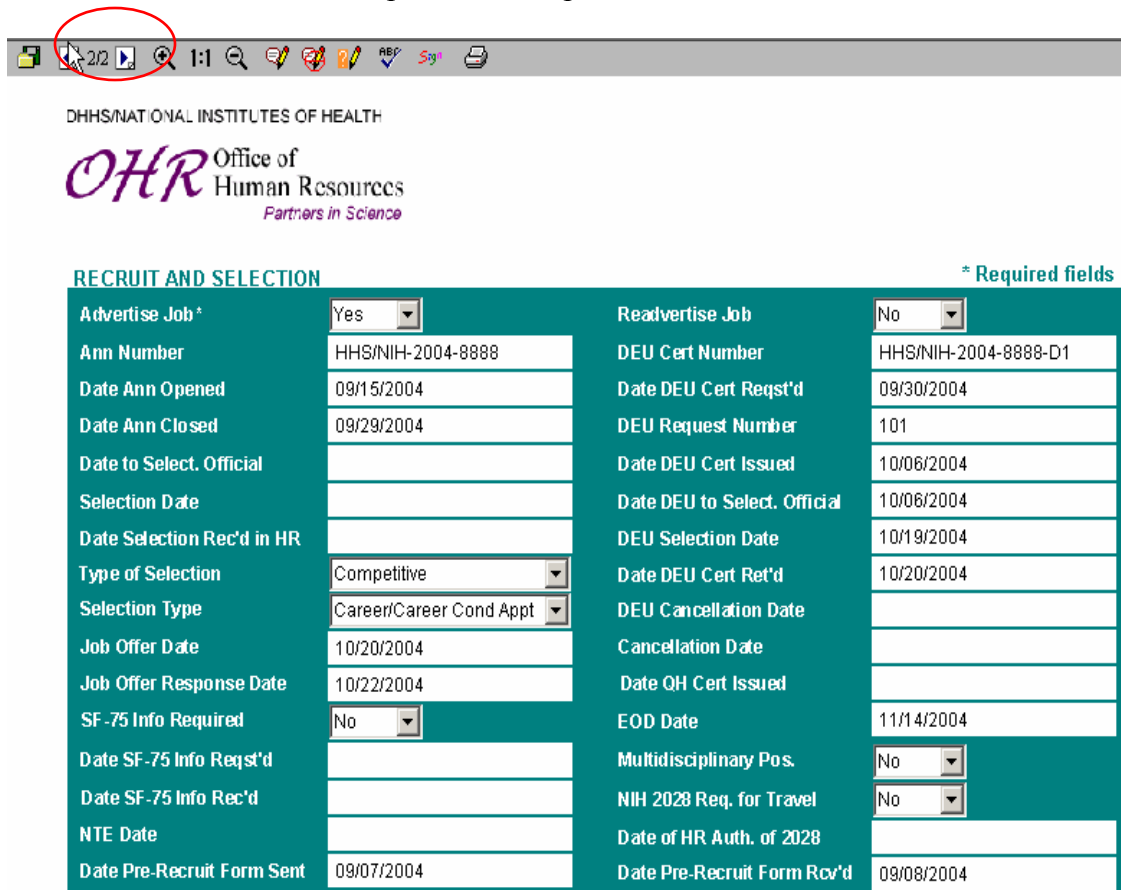
Orientation	Yes	CSD Orientation Contact	Ken Kerr	Orientation Contact Phone Number	301-594-1462
Orientation Date	11/14/2004	Duty Station	Bethesda, MD	Hire Type	New
Fingerprints Required	Yes				

### COMMENTS

Comments/Status	
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18. From Page 1, click on  to open Page 2 of the input sheet.

19. On Page 2, HR Assistant reviews and completes any relevant data fields in the Recruit & Selection section of the input sheet and processes action in EHRP.




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**RECRUIT AND SELECTION** \* Required fields

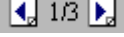
Advertise Job *	Yes	Readvertise Job	No
Ann Number	HHS/NIH-2004-8888	DEU Cert Number	HHS/NIH-2004-8888-D1
Date Ann Opened	09/15/2004	Date DEU Cert Reqst'd	09/30/2004
Date Ann Closed	09/29/2004	DEU Request Number	101
Date to Select. Official		Date DEU Cert Issued	10/06/2004
Selection Date		Date DEU to Select. Official	10/06/2004
Date Selection Rec'd in HR		DEU Selection Date	10/19/2004
Type of Selection	Competitive	Date DEU Cert Ret'd	10/20/2004
Selection Type	Career/Career Cond Appt	DEU Cancellation Date	
Job Offer Date	10/20/2004	Cancellation Date	
Job Offer Response Date	10/22/2004	Date QH Cert Issued	
SF-75 Info Required	No	EOD Date	11/14/2004
Date SF-75 Info Reqst'd		Multidisciplinary Pos.	No
Date SF-75 Info Rec'd		NIH 2028 Req. for Travel	No
NTE Date		Date of HR Auth. of 2028	
Date Pre-Recruit Form Sent	09/07/2004	Date Pre-Recruit Form Rcv'd	09/08/2004

20. HR Assistant selects “Send to SPA” and clicks on  to forward Recruit & Selection action to the SPA.



Send to SPA 

## SPA

21. SPA receives e-mail or WiTS pop-up notification of new workitem.
22. SPA reviews pages 1 and 2 and enters the **Effective Date** (and PSP/PCA dates if appropriate) on page 3 of the Recruit & Selection input sheet.  
On Page 1  -- SPA reviews **Transaction Information, Current Employee/ Position Information, New Position Information, and Orientation Information** sections of the Recruit & Selection input sheet.

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### SPA Finalizes EHRP Action

TRANSACTION INFORMATION					* Required fields	
WiTS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered		
3827	sp47e@nih.gov	Recruitment/Selection	09/10/2004	09/10/2004 13:24:08		
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*			
HNAM4	OD	OHR	11/01/2004			
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon	
Date Initiated/Sent	09/10/2004 13:32:07	Date Initiated/Sent		Priority	High	
Date Returned to IO		Date Returned to IO				

CURRENT EMPLOYEE/POSITION INFORMATION							
Employee ID	First Name	MI	Last Name				
12121212	Patricia	F	Thomas				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Biologist	GS	0401		10			
Position Number	303030	Job Code	24680	CAN*	88888888		
TK Number*	11111	Base Salary	47422	Total Salary	54360		
Certificate Type	DEU						

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)							
New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster	
New Base Salary		New Total Salary		Vice	Jane Frank		

ORIENTATION INFORMATION					
Orientation	Yes	CSD Orientation Contact	Ken Kerr	Orientation Contact Phone Number	301-594-1462
Orientation Date	11/14/2004	Duty Station	Bethesda, MD	Hire Type	New
Fingerprints Required	Yes				

COMMENTS	
Comments/Status	

CLASSIFICATION			
Standard QC PD		Position Audited	
Pos. Audit Start Date		Pos. Audit Type	
Pos. Audit End Date		Date Class Started	
Date of Class. Allocation		Date Class Completed	
Date Position Number Req'd		Date Job Code Requested	
Date Position Number Rec'd		Date Job Code Received	
New Position Number		New Job code	

RETURN TO DUTY	
Return To Duty Date	

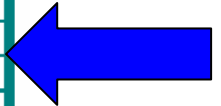
On Page 2  2/3  -- SPA reviews **Recruit and Selection** section of the Recruit & Selection input sheet.

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#### RECRUIT AND SELECTION

Advertise Job	<input type="text" value="Yes"/>	Readvertise Job	<input type="text" value="No"/>
Ann Number	HHS/NIH-2004-8888	DEU Cert Number	HHS/NIH-2004-8888-D1
Date Ann Opened	09/15/2004	Date DEU Cert Reqst'd	09/30/2004
Date Ann Closed	09/29/2004	DEU Request Number	101
Date to Select. Official		Date DEU Cert Issued	10/06/2004
Selection Date		Date DEU to Select. Official	10/06/2004
Date Selection Rec'd in HR		DEU Selection Date	10/19/2004
Type of Selection	<input type="text" value="Competitive"/>	Date DEU Cert Ret'd	10/20/2004
Selection Type	<input type="text" value="Career/Career Cond Appt"/>	DEU Cancellation Date	
Job Offer Date	10/20/2004	Cancellation Date	
Job Offer Response Date	10/22/2004	Date QH Cert Issued	
SF-75 Info Required	<input type="text" value="No"/>	EOD Date	11/14/2004
Date SF-75 Info Reqst'd		Multidisciplinary Pos.	<input type="text" value="No"/>
Date SF-75 Info Rec'd		NIH 2028 Req. for Travel	<input type="text" value="No"/>
NTE Date		Date of HR Auth. of 2028	
Date Pre-Recruit Form Sent	09/07/2004	Date Pre-Recruit Form Rcv'd	09/08/2004
Priority Placement		Special Salary Rate	



#### AWARDS

Award Type	<input type="text"/>	Award Amount	<input type="text"/>
Justification	<input type="text"/>	Nominating IC	<input type="text"/>
Individual/Group	<input type="text"/>	Award Period Start Date	<input type="text"/>
Group Recipients	<input type="text"/>	Award Period End Date	<input type="text"/>

#### CAREER CHANGE

Career Change Type	<input type="text"/>	Reason for Change	<input type="text"/>	NTE Date	<input type="text"/>
Other Reason	<input type="text"/>			Career Change EOD Date	<input type="text"/>

#### RESIGNATION

Date of Resignation	<input type="text"/>	Type of Separation	<input type="text" value="Resignation"/>	Date to ER Office	<input type="text"/>
Reason for Resignation	<input type="text"/>				
Federal Benefits	<input type="text"/>	Benefits Type	<input type="text"/>	Date Exit Survey Info Sent	<input type="text"/>

#### T42 CRS INFORMATION (FOR CLINICAL CENTER ONLY)

T42 CRS Type	<input type="text"/>	Reason for CRS	<input type="text"/>	CRS Conversion Type	<input type="text"/>
T42 CRS NTE Date	<input type="text"/>				

On Page 3  -- SPA reviews **Pay** section (only applicable if ATM, 3Rs, PSP and/or PCA apply to this action) of the Recruit & Selection input sheet.

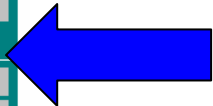
SPA enters **Effective Date** (and **PSP/PCA dates** if applicable) in **SPA Action Processing** section of the Recruit & Selection input sheet.

DHHS/NATIONAL INSTITUTES OF HEALTH



**PAY (including ATM, 3Rs, PSP and PCA)**

Amount of Increase (dollar)	<input type="text"/>	Amount of Increase (percent)	<input type="text"/>	Date to SPT	<input type="text"/>
Total Compensation	<input type="text"/>	New Total Compensation	<input type="text"/>	Date Returned From SPT	<input type="text"/>
Above the Minimum (ATM)	<input type="text" value="Yes"/>	ATM Step	<input type="text" value="10"/>	Date ATM Initiated	<input type="text" value="10/20/2004"/>
ATM Approved	<input type="text" value="Yes"/>	Date ATM Approved	<input type="text" value="10/20/2004"/>		
3Rs	<input type="text" value="No"/>	Retention Bonus Amt	<input type="text"/>	Retention Bonus NTE Date	<input type="text"/>
New Retention Bonus	<input type="text"/>	Retention Bonus Approved	<input type="text"/>	Retention Bonus Approval Date	<input type="text"/>
Recruitment Bonus Amt	<input type="text"/>	Recruitment Bonus Approved	<input type="text"/>	Recruitment Bonus Approval Date	<input type="text"/>
Relocation Allowance Amt	<input type="text"/>	Relocation Bonus Approved	<input type="text"/>	Relocation Bonus Approval Date	<input type="text"/>
Date to HR Director	<input type="text"/>	Date Returned From HR Director	<input type="text"/>	Date to NCC	<input type="text"/>
Date Returned From NCC	<input type="text"/>				
Physician Special Pay	<input type="text" value="No"/>	Scarc Specialty Amt	<input type="text"/>	Geo Location Pay	<input type="text"/>
PSP Start Date	<input type="text"/>	PSP Stop Date	<input type="text"/>	Length of Service	<input type="text"/>
Executive Position	<input type="text"/>	Exceptional Quals	<input type="text"/>	FT Status	<input type="text"/>
Board Cert 1	<input type="text"/>	Board Cert 2	<input type="text"/>	PSP Approved	<input type="text"/>
PSP Approval Date	<input type="text"/>				
PCA	<input type="text" value="No"/>	PCA Start Date	<input type="text"/>	PCA Stop Date	<input type="text"/>
New Physician Comp Allowance	<input type="text"/>	PCA Contract Length	<input type="text"/>	PCA Annual Amt	<input type="text"/>
PCA Approved	<input type="text"/>	PCA Approval Date	<input type="text"/>		



**CHANGE IN SCHEDULE/HOURS**

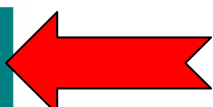
Tour of Duty Old	<input type="text"/>	Tour of Duty New	<input type="text"/>	Benefits Affected	<input type="text"/>
Hours per Pay Period Old	<input type="text"/>	Hours per Pay Period New	<input type="text"/>		
Date New Position Number Requested	<input type="text"/>	Date New Position Number Received	<input type="text"/>	New Position Number	<input type="text"/>

**LWOP**


ER Related	<input type="text"/>	Federal Benefits	<input type="text"/>	Benefits Type	<input type="text"/>
LWOP NTE Date	<input type="text"/>				

**SPA PROCESSING**

Effective Date*	<input type="text" value="11/14/2004"/>	SPA PSP Stop Date	<input type="text"/>
SPA PSP Start Date	<input type="text"/>	SPA PCA Stop Date	<input type="text"/>
SPA PCA Start Date	<input type="text"/>		



23. SPA selects "Action Completed" and clicks on  to complete the WiTS Recruit & Selection action to move it from the **Active** to the **Archived** bizcove.

Action Completed	
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